

Quick Facts	
LENGTH	10 minutes
CONTACT HOURS	
START TIME	Self-paced
END TIME	Self-paced

Manage Orders

Course Description:

The purpose of this training session is to help you understand the process of reviewing account information through Team Georgia Marketplace, the new supplier registration system within the State of Georgia. This training will be video-based and self-paced.

Audience:

Suppliers currently doing business with the State of Georgia wishing to review historical account information.

Objectives:

At the completion of this training course, you will be able to do the following:

- Login to Team Georgia Marketplace
- View Supplier Account Activity
- Manage Purchase Orders
- Review Receipts
- View Order Summary

Prerequisites:

- **None**